
Budget 100 Workshop

Sponsored by Indiana State Library
and the Department of Local
Government and Finance

Budgeting

- *Property Tax*
- *Types of guidelines for budget development:*
 - ❑ DLGF budget instructions, the guidelines
 - ❑ *Controlled growth* establishes a determined percentage for the total increase in expenditures.
- Library Budget Manual: a Guide Through the Process of Local Government Budgeting
 - ❑ Download from the DLGF website
 - ❑ www.in.gov/dlgf/4843.htm

Budget

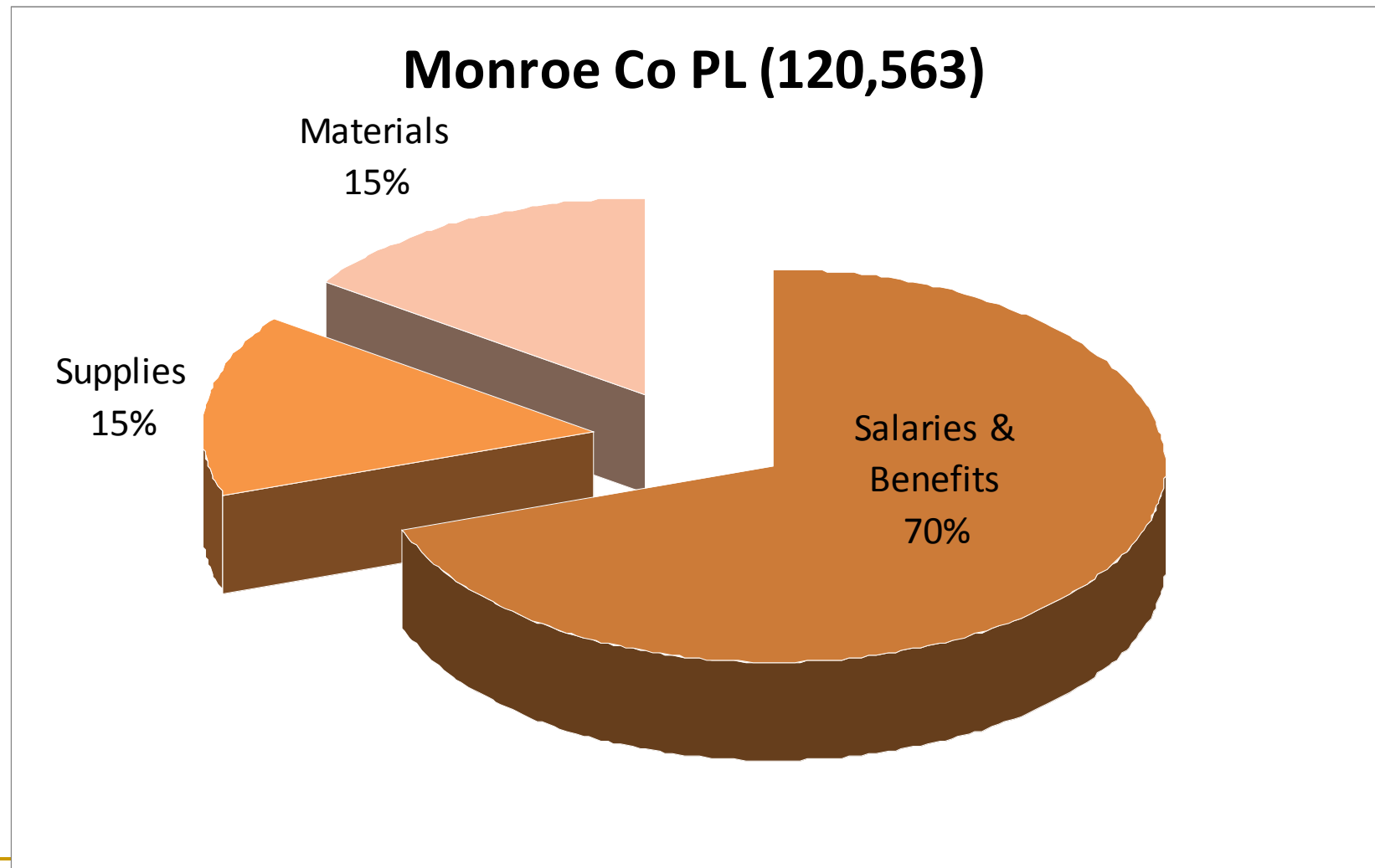
- States service goals in monetary terms
- Informs the governing bodies
- Library Budget Estimate
 - Ledger completed through June
 - Make sure appropriation balance columns completed
 - Or copy of treasurer's report

Library Budget

- Personnel: 60% to 70%
- Materials: 15% to 20%
 - A library expending at least seven and five-tenths percent (7.5%) of its operating fund expenditures for library collections shall meet basic standards for collection expenditures.
- Supplies: 10% to 25%

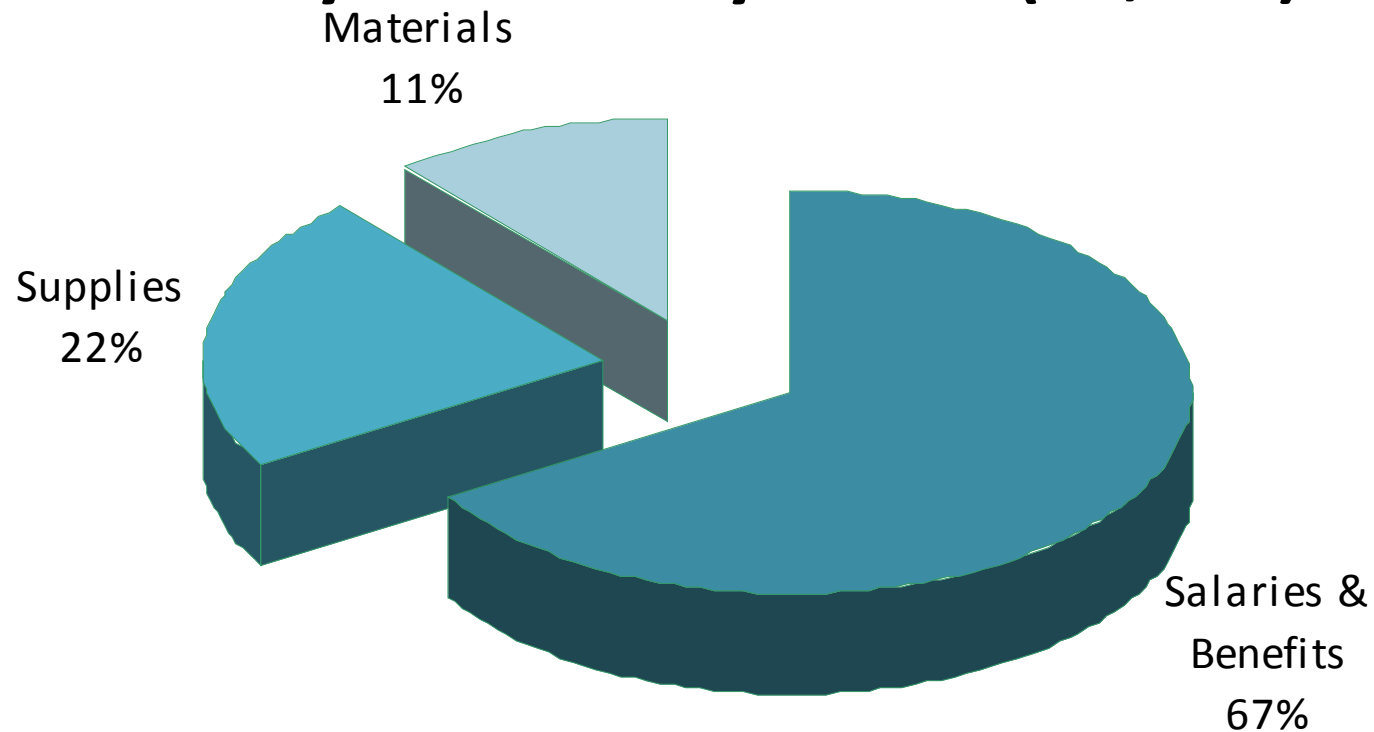
(Based on a sampling)

Operating Fund Expenditures



Operating Fund Expenditures

Shelbyville-Shelby Co. PL (43,445)



Line Item Budgeting

- Does not tie costs to services
- Vulnerable when county says to cut a particular item
- County looks at travel, training and equipment for reductions
- When you are up for budget review supplement facts, statistical data and other budget tools

Forecasting: External factors

- Local unemployment
- Business growth or recession
- Property caps
 - ❑ Estimated circuit breaker credits
http://www.in.gov/legislative/pdf/CircuitBreaker_BASELINE_20091201.pdf
 - ❑ Pay 2010 (1782 Notice) received estimated reduction of 2009 collections due to circuit breaker
- Tax losses

Personnel Services

- Library Board Determines Salary Increase
 - Count pay periods for the year
 - Minimum Wage increases on 7/24/09 to \$7.25
- Employee Benefits
 - Only Social Security withholding required by state and federal law
 - Other benefits optional
- Unemployment
 - Quarterly Report (UC1 and UC5) to Department of Workforce Development
 - UC-1 (Quarterly Contribution Report)
 - UC-5 (Quarterly Wage Report)

Analyze Treasurer's Report

- Exceed 50% mark on any categories
 - May want to increase some areas
 - Where can you decrease
- Review insurance coverage each year
 - Larger deductible
 - Bond bookkeeper, business manager and treasure

Form 1: Library Budget Estimate

Prescribed by the Department of Local Government Finance							Library Budget Form No. 1 (Rev. 200	
Approved by State Board of Accounts								
				LIBRARY BUDGET ESTIMATE				
ID	YEAR	CO	TYPE	For the Calendar Year Ending December 31, 2010				
				Hometown Public Library				
				Anywhere, IN				
Prepare a separate estimate for each fund.								
						Items	Total Estimate	Approved
1. Personal Services								
		Salaries and Wages						
		Salary of Librarian				\$50,000	\$50,000	

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				Hometown Public Library			
				Anywhere, IN			
Prepare a separate estimate for each fund.							
						Items	Total Estimate
							Approved
1. Personal Services							
		Salaries and Wages					
			Salary of Librarian			\$50,000	\$50,000
			Salary of Assistants			\$412,500	
			Salary of Treasurer			\$10,000	
			Wages of Janitor			\$18,200	\$440,700

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				For the Calendar Year Ending December 31, 2010			
				Hometown Public Library			
				Anywhere, IN			
Prepare a separate estimate for each fund.							
				Items		Total Estimate	
						Approved	
1. Personal Services							
Salaries and Wages							
Salary of Librarian				\$50,000		\$50,000	
Salary of Assistants				\$412,500			
Salary of Treasurer				\$10,000			
Wages of Janitor				\$18,200		\$440,700	
Employee Benefits							
Employer's Share - F.I.C.A.				\$38,000			
Unemployment Compensation				\$100			
Employer's Contribution - PERF				\$20,000			
Employer's Contribution - Group Insurance				\$21,000			
Other Employee Benefits						\$79,100	
Other Personal Services				\$27,400		\$27,400	
Total Personal Services						\$597,200	

F.I.C.A. and Social Security= sum X .0765

Form 1: Library Budget Estimate

Prepare a separate estimate for each fund.								
Operating				FUND		Items	Total Estimate	Approved
1.	Personal Services							
				Salaries and Wages				
				Salary of Librarian		\$50,000	\$50,000	
				Salary of Assistants		\$412,500		
				Salary of Treasurer		\$10,000		
				Wages of Janitor		\$18,200	\$440,700	
				Employee Benefits				
				Employer's Share - F.I.C.A.		\$38,000		
				Unemployment Compensation		\$100		
				Employer's Contribution - PERF		\$20,000		
				Employer's Contribution - Group Insurance		\$21,000		
				Other Employee Benefits			\$79,100	
				Other Personal Services		\$27,400	\$27,400	
					Total Personal Services		\$597,200	

Form 1: Library Budget Estimate

2. Supplies								
				Office Supplies				
				Official Records		\$100		
				Stationary and Printing		\$500		
				Other Office Supplies		\$2,400	\$3,000	
				Operating Supplies				
				Cleaning and Sanitation Supplies		\$100		
				Fuel, Oil and Lubricants		\$50		
				Other Operating Supplies		\$350	\$500	
				Repair and Maintenance Supplies				
				Building Materials & Supplies		\$300		
				Paint and Painting Supplies		\$150		
				Repair Parts		\$50		
				Other Repair & Maintenance Supplies		\$8,500	\$9,000	
				Other Supplies				
				Children's Programming		\$5,000		
				Materials Supplies		\$20,000	\$25,000	
				Total Supplies			\$37,500	

Form 1: Library Budget Estimate

3. Other Services and Charges								
			Professional Services					
			Consulting Services			\$1,500		
			Engineering Services			\$1,500		
			Legal Services			\$3,000		
			Other Professional Services			\$5,000	\$11,000	
			Communication and Transportation					
			Telephone and Telegraph			\$10,000		
			Postage			\$5,000		
			Travelling Expenses			\$4,000		
			Professional Meetings			\$3,000		
			Freight and Express			\$1,000		
							\$23,000	
			Printing and Advertising					
			Advertising and Publication of Notices			\$1,000		
			Printing (Other than Office Supplies)			\$1,000	\$2,000	
			Insurance					
			Official Bonds			\$350		
			Other Insurance			\$7,500	\$7,850	

Form 1: Library Budget Estimate

					Items	Total Estimate	Approved
3. Other Services and Charges (continued)							
				Utility Services			
				Gas	\$12,000		
				Electricity	\$34,700		
				Water	\$1,500		
				Waste Disposal Services	\$1,000	\$49,200	
				Repairs and Maintenance			
				Buildings and Structures	\$30,000		
				Equipment	\$4,400	\$34,400	
				Rentals			
				Real Estate	\$1		
				Equipment	\$1,499	\$1,500	
				Debt Service			
				Payment of Bonds			
				Interest - Bonds		\$0	
				Other			
				Dues	\$400		
				Interest on Temporary Loans	\$100		
				Taxes and Assessments	\$75		
				Transfer to Library Improvement Fund	\$32,000		
					\$1,500		
						\$34,075	
				Total Other Services and Charges		\$163,025	

Transfer to LIRF

- Always include some money in transfer to LIRF line item
 - Do not have to actually make transfer if money needed to pay operating costs
- If LIRF is needed next year, complete a set of budget forms
 - If not done, then have to do additional appropriation paperwork and requires more time

Materials

Index Base: 2004 = 100

U.S. Hardcover Books: Average							
Category	2007 Final				2008 Preliminary		
	Volumes	Average Price	Index		Volumes	Average Price	Index
<i>Agriculture</i>	689.00	\$72.16	107.5		555	73.5	100.9
<i>Arts</i>	4,146.00	\$74.72	104.2		4284	80.55	111.2
<i>Biography</i>	1,664.00	\$51.72	109.1		1509	57.7	114.3
<i>Business</i>	2,893.00	\$114.69	103.2		2244	152	123.9
<i>Education</i>	1,267.00	\$104.30	107.7		1315	110.25	108.9
Fiction	4,485.00	\$33.45	119.9		4740	29.37	104.4
<i>General works</i>	2,134.00	\$114.85	115.1		1560	155393	126.4
<i>Graphic Novels</i>	366.00	\$33.57	111.8		479	32.83	103.5
<i>History</i>	4,875.00	\$80.42	105.4		4856	85.43	101
<i>Home economics</i>	1,324.00	\$27.95	93.9		394	36.46	109.4
<i>Juveniles</i>	14,885.00	\$28.49	115.3				
<i>Language</i>	1,495.00	\$104.36	102.7		1249	110.82	104.7
<i>Law</i>	1,424.00	\$153.37	106.0		1466	158.97	104.9
<i>Literature</i>	2,269.00	\$99.33	106.3		2059	101.74	104
<i>Medicine</i>	2,916.00	\$146.97	95.1		2936	155.01	97.4
<i>Music</i>	474.00	\$74.23	98.7		479	68.87	89.3
<i>Philosophy, psychology</i>	2,428.00	\$82.03	79.7		985	96.84	63.4
<i>Poetry, drama</i>	431.00	\$46.55	122.9		517	46.28	126.5
<i>Religion</i>	2,564.00	\$69.37	106.4		2587	69.71	102.3
<i>Science</i>	4,596.00	\$167.68	102.2		4451	170.96	99.1
<i>Sociology, economics</i>	5,569.00	\$101.09	103.5		5761	96.51	95.1
<i>Sports recreation</i>	879.00	\$36.71	77.9		957	40.59	86.3
<i>Technology</i>	2,888.00	\$126.43	94.0		2361	144.24	93.1
<i>Travel</i>	734.00	\$48.34	105.9		402	34.08	71
<i>Young Adult</i>	2,739.00	\$49.71	120.0		2248	49.36	119.1
Totals	67,395.00	\$80.08	101.7				
Compiled by Catherine Barr from data supplied by Baker							

Paperbacks

Index Base: 2004 = 100

U.S. Paperbacks (Excluding Mass							
Category	2007 Final			2008 Preliminary			
	Volumes	Average Price	Index	Volumes	Average Price	Index	
<i>Agriculture</i>	815.00	\$31.27	116.6	872	28.01	100.1	
<i>Arts</i>	3,930.00	\$31.94	101.0	4028	38.2	119.6	
<i>Biography</i>	1,868.00	\$19.66	100.5	1921	20.14	102.8	
<i>Business</i>	9,865.00	\$82.57	163.0	3674	78.49	141.1	
<i>Education</i>	4,202.00	\$35.24	106.9	4193	35.04	105.3	
<i>Fiction</i>	8,434.00	\$16.98	111.1	8984	17.47	113.7	
<i>General works</i>	5,459.00	\$31.06	115.1	3205	42.3	133.1	
<i>Graphic Novels</i>	2,365.00	\$15.08	116.3	2439	14.12	113.7	
<i>History</i>	6,272.00	\$32.24	111.3	5743	31.88	708.1	
<i>Home economics</i>	2,273.00	\$19.31	103.5	1266	21.69	102.8	
<i>Juveniles</i>	10,516.00	\$10.97	91.6				
<i>Language</i>	2,509.00	\$42.03	103.1	2582	47.09	113.7	
<i>Law</i>	2,740.00	\$67.89	126.1	3823	82.13	150.1	
<i>Literature</i>	1,762.00	\$35.83	109.6	1783	39.24	116.5	
<i>Medicine</i>	3,582.00	\$69.28	122.2	3698	74.16	129.3	
<i>Music</i>	2,123.00	\$28.28	126.1	2793	21.81	95.8	
<i>Philosophy, psychology</i>	3,674.00	\$31.54	98.8	1165	30.2	94.7	
<i>Poetry, drama</i>	2,148.00	\$16.95	108.9	2177	16.8	106.9	
<i>Religion</i>	5,425.00	\$20.04	98.3	5949	19.93	95.1	
<i>Science</i>	3,528.00	\$63.80	111.1	3422	55.76	95.6	
<i>Sociology, economics</i>	7,265.00	\$42.86	124.3	6931	39.49	111.7	
<i>Sports recreation</i>	2,232.00	\$19.16	97.1	2104	20.24	100.9	
<i>Technology</i>	4,727.00	\$60.04	96.3	1542	73.01	97.5	
<i>Travel</i>	3,313.00	\$20.74	119.5	2861	19.61	112.7	
<i>Young Adult</i>				2454	13.9	96.5	
Totals	101,027.00	\$36.78	120.2	79609	36.69	135.72	
Compiled by Catherine Barr from data supplied by							

Form 1: Library Budget Estimate

4. Capital Outlays									
				Land				\$25	
				Buildings				\$25	
				Improvements Other than Buildings				\$25	\$75
				Furniture and Equipment				\$16,900	\$16,900
				Other Capital Outlays					
							Books	\$98,000	
							Periodicals & Newspapers	\$8,800	
							Nonprinted Materials (Microforms & Audio	\$48,900	
							Visuals)		
							Total Capital Outlays		\$172,675
							Fund Total		\$970,400

Form 2: Estimate of Miscellaneous Revenues

			ESTIMATED AMOUNTS TO BE RECEIVED			
Operating		FUND	A	X	B	X
SOURCE OF RECEIPTS			Jul. 1, 2010	State Board	Jan. 1, 2011	State Board
			to	of Tax	to	of Tax
			Dec. 31, 2010	Commissioners	Dec. 31, 2011	Commissioners
SPECIAL TAXES						
0201	Financial Institutions Tax/PCA		\$261		\$271	
0202	License Excise Tax		\$20,079		\$37,323	
0203	CAGIT Certified Shares		\$157,276		\$481,878	
0204	CAGIT Property Tax Replacement Credit		\$14,629		XXXXXXX	
0212	County Option Income Tax (COIT)					
0217	CVET Commercial Vehicle Excise Tax					

Form 2: Estimate of Miscellaneous Revenues

OTHER REVENUE					
1515	State Distribution	\$2,000			
4100	Fines and Fees	\$23,000		\$48,200	
2717	Photocopy Fees	\$1,400		\$4,000	
6101	Income from Trusts				
6100	Interest on Investments	\$4,000		\$8,000	
2716	County Contractural Library				
1418	Library Service Authority				
2705	Township Contracts (List)				
	book sale	\$500		\$1,000	
	fax	\$250		\$400	
6400	Gifts and Bequests				
1419	Operating Grants (Specify Source)				
1420	Capital Grants (Specify Source)				
5207	Transfer from Operating Fund (For LIRF only)				
6200	Rental of Property				
5101	Sale of Property				
9999	Total Columns A & B	\$223,395		\$581,072	

Form 4B: 16 line Statement

Fund: Operating

Net Assessed Valuation: 523,241,150

(This form is to be prepared for each fund that requires either a tax rate or an appropriation.) (NOT TO BE PUBLISHED)				
FUNDS REQUIRED FOR EXPENSES TO DECEMBER 31ST OF INCOMING YEAR:	AMOUNTS USED TO COMPUTE PUBLISHED BUDGET	APPROPRIATING BODY	TAX ADJUSTMENT BOARD	CONTROL BOARD AND DLGF FINAL ACTION
1. Total budget estimate for incoming year:	970,400			
2. Necessary expenditures, July 1 - Dec. 31 present year, to be made from appropriation unexpended:	564,676			
3. Additional appropriation necessary to be made July 1 - Dec. 31 of present year:				
4. Outstanding temporary loans				
a. To be paid not included in lines 2 or 3				
b. Not repaid by December 31 of present year				
5. Total funds required (add lines 1, 2, 3, 4a and b):	1,535,076			
FUNDS ON HAND AND TO BE RECEIVED FROM SOURCES OTHER THAN PROPOSED TAX LEVY:				
6. Actual balance, June 30 of present year:	256,712			
7. Taxes to be collected, present year (December settlement):	239,675			
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year (Schedule on File):				
a. Total Column A Budget Form 2:	223,395			
b. Total Column B Budget Form 2:	581,072			
9. Total Funds (add lines 6, 7, 8a, & 8b):	1,300,854			
10. Net amount to be raised for expenses to Dec. 31st of incoming year (deduct line 9 from line 5):	234,222			
11. Operating balance (not in excess of expenses Jan. 1 to June 30, less miscellaneous revenue for same period):	204,555			
12. Amount to be raised by tax levy (add lines 10 & 11):	438,777			
13. Property Tax Replacement Credit from Local Option Tax:	49,277			
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13 from line 12):	389,500			
15. Levy excess Fund Applied to Current Budget:	XXXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	
16. Net amount to be Raised:	389,500			
17. Net tax rate on each one hundred dollars of Taxable Property:	0.0744			

Form 3: Notice to Taxpayers of Budget Estimates and Tax Levies; Budget Calendar

Sept. 2, 2010	<u>Last day</u> for the first publication of proposed 2011 tax levy, budget, and notice to taxpayers of public hearing (Budget Form 3). IC 6-1.1-17-3
Sept. 9, 2010	<u>Last day</u> for second publication of proposed 2011 tax levy, budget and notice to taxpayers of public hearing (Budget Form 3). IC 6-1.1-17-3
Sept. 17, 2009	<u>Last day</u> for units to submit proposed 2011 budgets, rates, and levies to county fiscal bodies for non-binding review and recommendation (unless taxing unit has an appointed governing body; or has a proposed budget increase from previous year over the asse
Oct. 1	<u>Last day</u> for taxing units with appointed governing bodies; or has a proposed budget increase from previous year over the assessed value growth quotient, to submit proposed budgets, rates, and levies to appropriate city/town or county fiscal body for final
Oct. 15	<u>Last day</u> for county fiscal body to complete review and issue non-binding recommendation to civil taxing units regarding civil taxing units' proposed 2011 tax rates, levies and budgets (fifteen (15) days before civil taxing unit adopts its rate, levy, and
Oct. 22	<u>Last day</u> for taxing unit's public hearing on their 2011 budget (except in Marion County and in second class cities). IC 6-1.1-17-5(b).
Nov. 1	<u>Deadline</u> for all taxing units to adopt 2011 budgets, rates and levies. IC 6-1.1-17-5(a).
	If a taxpayer objection petition is filed, the fiscal body of the political subdivision shall adopt with its 2011 budget a finding concerning the objections in the petition and any testimony presented at the adoption hearing. IC 6-1.1-17-5(c).

Form 3: Proposed Budget and Levy for Budget

- Set date for hearing and work backwards
- Notification Section: notice to taxpayers
- Budget Estimates and Tax Levies
- Publication first time 10 days before hearing
 - 2d time is 3 days prior to hearing and one week after 1st time

Prescribed by Department of Local Government Finance				Library Budget Form No. 3 (Rev. 2007)	
Approved by State Board of Accounts					
NOTICE TO TAXPAYERS OF BUDGET ESTIMATES AND TAX RATES					
In the matter of determining the tax rates for certain purposes by the Library Board of the Hometown Public Library, Anywhere County, Indiana					
Notice is hereby given to taxpayers of the Hometown Public Library, that the proper officers of said Library will conduct a public hearing at the Hometown Public Library					
on the 2010 Budget at 6:00 pm on <u>Tuesday, August 15, 2010</u> . Following this meeting, any ten or more					
taxpayers, or one (1) taxpayer that owns property that represents at least ten percent (10%) of the taxable assesses valuation in					
the political subdivision may object to a budget, tax rate or tax levy by filing an objection petition with the proper officers of the political					
subdivision within seven days after the hearing. The objecting petition must identify the provisions of the budget, tax rate, or tax					
levy that taxpayers object to. If a petition is filed, the political subdivision shall adopt with its budget a finding concerning the					
objections filed and testimony presented. Following this aforementioned hearing, the Library Board will meet at					
the Hometown Public Library Monday, September 15, 2010 at 6:00 pm to adopt the following budget:					
Net Assessed	\$523,241,150				
BUDGET ESTIMATE AND TAX LEVIES					
1	2	3	4	5	
Fund Name	Budget Estimate	Maximum	Excessive	Current	
		Estimate Funds	Levy	Tax	
		to be raised	Appeals	Levy	
		(including appeals	(Included in		
		and levies exempt	Column 3)		
		from maximum			
		levy limitations)			
Library Operating Fund	\$ 970,400.00	\$ 389,500.00		\$ 389,196.00	
Library Improvement Reserve Fund	\$ 32,000.00	XXXXXXXXXXXXX	XXXXXXXXXXXXX		
Bond & Interest Redemption Fund	\$ 300,000.00	\$ 125,000.00	XXXXXXXXXXXXX	\$ 129,000.00	
Capital Projects Fund	\$ 80,000.00	\$ 69,591.00	XXXXXXXXXXXXX	\$ 71,250.00	
Lease Rental					
Rain Day Fund	\$ 50,000.00	\$ 0.00	XXXXXXXXXXXXX		
Fund					
Fund			XXXXXXXXXXXXX		
Totals		\$ 584,091.00			
The 2010 estimated maximum levy limitation for this unit is <u>\$389,500</u>					
The Property Tax Replacement Credit used to reduce the rate for this unit is <u>\$ 49,277.00</u>					

Form 4 Resolution of Appropriations

Form 5 Budget Submission Letter and Certificate

- Transfer the totals for each line or group of lines to Form 4
- Form 5 to be completed and signed the day the budget is adopted

Form 4 Resolution of Appropriations

Prescribed by Department of Local Government Finance					Library Budget Form No. 4 (Rev. 2002)	
ID	YEAR	CO	TYPE	KEY		
RESOLUTION OF APPROPRIATIONS						
The following resolution appropriates monies for the purpose of defraying the expenses for the fiscal year beginning January 1, 2010 and ending December 31, 2010, including all outstanding claims and obligations, and fixing a time when the same shall take effect.						
Section 1. Be it resolved by the Library Board of Hometown Public Library						
Anywhere, Indiana that for the expenses of the library for the calendar year ending						
December 31, 2010, the following sums of money are hereby appropriated, and ordered set apart out of the fund herein named and for the purposes herein specified, subject to the laws governing the same. Such sum herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided by law.						
Section 2. That for said calendar year there is hereby appropriated out of the						
Fund of said Library, the following:						
100 Personal Services				300 Other Services and Charges		
Salaries and Wages				Professional Services		
			Salary of Librarian	50,000.00		\$11,000
			Salary of Assistants	412,500.00		Communication &
			Salary of Treasurer	10,000.00		Transportation
			Salary of Janitors	18,200.00		Printing & Advertising
			Employee Benefits	79,100.00		Insurance
			Other Personal Services	27,400.00		Utility Services
			Total Personal Services	\$597,200		Repairs & Maintenance
						Rentals
						Debt Service
						Dues, Interest & Taxes
						Transfer to LIRF
						Total Other Services and
						Charges
						\$163,025
200 Supplies				400 Capital Outlays		
			Office Supplies	3,000.00		Land, Buildings &
			Operating Supplies	500.00		Improvements
			Repair & Maintenance			Furniture & Equipment
			Supplies	9,000.00		Books
			Other Supplies	25,000.00		Periodicals & Newspapers
			Total Supplies	\$37,500		Nonprinted Materials
						Total Capital Outlays
						\$172,675
					9999	Total Fund
						\$970,400

Form 5 Budget Submission Letter and Certificate

BUDGET SUBMISSION LETTER AND CERTIFICATE									
TO THE AUDITOR OF Anywhere, Indiana:									
The undersigned herewith submits two copies of the budget adopted by the Library Board of the Hometown Public Library, Anywhere, Indiana for the year ending December 31, 2010, for filing and presentation to the County Board of Tax Adjustment.									
Also submitted are copies of the Proof of Publication of published notice to taxpayers. (Two copies from each newspaper.)									
					President of Library Board				
					Secretary of Library Board				
					Treasurer of Library Board				
CERTIFICATE AND RESOLUTION OF TAX RATES									
The undersigned hereby certifies that the following resolution levying taxes and fixing the rate of taxation for the purpose of raising revenue to meet the necessary expense for the calendar year ending December 31, 2010, has been adopted.									
Be it resolved by the Library Board of the Hometown Public Library, Anywhere, Indiana, that:									
There shall be levied upon each one hundred dollars of the assessed valuation of taxable property in said library taxing district for the fiscal year 2010, to be collected in the year 2009, the following:									
For the LIBRARY OPERATING FUND, the rate of _____					0.0744				
dollars of taxable property.									
For the LIBRARY DEBT SERVICE FUND, the rate of _____					0.0239				
dollars of taxable property.									
For the LIBRARY CAPITAL PROJECTS FUND, the rate of _____					0.0133				
dollars of taxable property.									
For the LIBRARY IMPROVEMENT RESERVE FUND, the rate of _____					0				
dollars of taxable property.									
For the _____ FUND, the rate of _____					0				
dollars of taxable property.									
Adopted, certified, and respectfully submitted this ____1st____ day of November 2010.									

Overview of Budget Process

- Estimates appropriations required (Form 1)
- Estimates of Revenue (Form 2)
- Form 4B (16 line Statement)
- Form 3 Notice To Taxpayers of Budget Estimates and Tax Rates (1st advertise September 2, 2010; 2nd advertise September 9, 2010)
- Form 4 Resolution of Appropriations; Adoption of the Budget by Library Board on November 1, 2010
- Form 5 Budget Submission Letter and Certificate goes to Auditor (November 3, 2010)